



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF COMMUNITY BASED CARE SERVICES**

**BUREAU OF ELDERLY & ADULT SERVICES**

**Nicholas A. Toumpas**  
**Commissioner**

**Nancy L. Rollins**  
**Associate**  
**Commissioner**

**129 PLEASANT STREET, CONCORD, NH 03301-3857**  
**603-271-4680 1-800-351-1888**

**Fax: 603-271-4643 TDD Access: 1-800-735-2964**

**NH RECOVERY**  
putting new Hampshire to work

December 22, 2009

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services (DHHS), Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into a sole source amendment to an existing Agreement (Purchase Order #1003916) with Community Action Program Belknap and Merrimack Counties, Inc., Concord, New Hampshire 03302 (Vendor Code # 177203), to provide Nutrition Services/Congregate meals to elderly individuals, which was initially approved by Governor and Council on October 21, 2009 (Item # 78), by increasing the contract amount by \$23,908.30 from \$28,781.20 to \$52,689.50 effective retroactive to January 1, 2010 through June 30, 2010. This amendment is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services/Home Delivered meals. Funds are available in the following account(s):

05-95-48-481010-0885 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, AOA ARRA MEALS

<b>Fiscal Year</b>	<b>Class/Object Code</b>	<b>Class Title</b>	<b>Current Modified Budget</b>	<b>Increase (Decrease) Amount</b>	<b>Revised Modified Budget</b>
SFY 2010	502-500891	Contracts to providers	\$28,781.20	\$23,908.30	\$52,689.50

Source of Funds: One hundred percent Federal ARRA funds.

**EXPLANATION**

Funding for this amendment with Community Action Program Belknap and Merrimack Counties, Inc. is with American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds, which provide Nutrition Services/Congregate meals that meet some needs of elderly individuals by providing meals in a group setting. This amendment provides 1,300 Congregate Meals at a rate of \$4.90 per meal for \$6,370.00 and job restoration/retention support in the amount of \$17,538.30. Services are provided in accordance with The Older American's Act (AoA) of 1965, as amended.



The Administration on Aging (AoA) awarded BEAS two grants from the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services /Home Delivered meals and Nutrition Services/ Congregate meals to seniors in need of food by preventing waitlists and closures and to create or retain jobs. These funds assist New Hampshire communities dealing with rising food costs at a time when demand for services is increasing due to the economic downturn and the growing number of older adults. To maintain transparency and accountability for the use of the ARRA funds, BEAS awarded separate contracts to the Nutrition providers, which serves to segregate the ARRA funds from the ongoing BEAS supported Nutrition programs. Services provided and the associated costs will be tracked and reported separately on a monthly basis to meet the requirements of the ARRA legislation.

The initial distribution of the ARRA funds for the Home Delivered and Congregate Meals programs was determined as follows: BEAS elected, with the support of the AoA, not to seek competitive bids for these services as all meals providers who submitted a bid in response to RFP 10 DCBCCS-BEAS-SS-01 released by BEAS on February 6, 2009, were awarded contracts for congregate and/or home delivered meals. BEAS contacted these providers and asked them to identify additional needs that meet the requirements of the ARRA funds. This amendment is part of the final distribution of SFY 2010 ARRA Nutrition Services/Congregate Meals spending plan in the amount of \$71,854.00 that was not obligated at the time the original ARRA contracts were approved. Development and finalization of the spending plan involved: 1) clarification from AoA regarding allowable costs and reporting requirements, and 2) negotiations with the nutrition providers who requested additional ARRA funds. Under the final spending plan, contract amendments were awarded to all the nutrition providers who requested additional Nutrition Services/Congregate Meals ARRA funding that meet the ARRA requirements. See attached list of BEAS' final ARRA Spending Plan.

BEAS offers the following retroactive explanation. BEAS' ARRA Nutrition Services/Congregate meals spending plan for job restoration/retention support funds is based on twenty-six (26) weeks, from January 1, 2010 through June 30, 2010. Development and finalization of the spending plan involved: 1) clarification from AoA regarding allowable costs and reporting requirements, and 2) negotiations with the nutrition providers who requested additional ARRA funds. Furthermore, the providers needed additional time to determine how to sustain financial support for the jobs that were restored and/or retained upon termination of the ARRA contract amendment.

The contractor's performance will be measured by their ability to provide the number of meals and clients served, meet the additional demand for meals, quality of service, each meal shall provide 1/3 of the Recommended Dietary Allowance (RDA) issued by the United States Departments of Health and Human Services and Agriculture, avoidance of a waitlist, and meeting the required documentation detailed in Exhibit C ARRA Standard Terms and as instructed by BEAS in accordance with the terms of the contract as evidenced by monthly invoices and reports submitted to BEAS.

Area served: See attached Catchment Area Form.

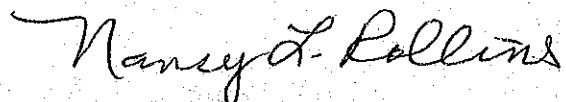
Source of Funds: One hundred percent Federal ARRA funds.

In the event that the Federal funds become no longer available, General Funds will not be requested to support these programs.



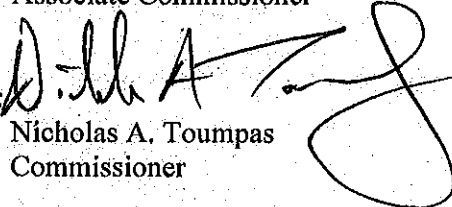
His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
December 22, 2009  
Page 3

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner





The American Recovery and Reinvestment Act of 2009

State Fiscal Year 2010				SFY 2010				SFY 2010		SFY 10	
Delivered				Congregate				Jobs: Paid with		Subtotal	
# Meals				# Meals				Recovery Act Funds		Amount	
Rate per Meal:				Rate per Meal:				Dollars		Dollars	
Town in which agency resides				Dollars				Dollars		Dollars	
Agency				# Meals				Dollars		Dollars	
1	Cap Belknap Merrimack Counties	Concord	5,410	\$28,781.20	1,300	\$6,370.00	\$17,538.30	\$52,689.50			
2	Gibson Center for Senior Citizens	North Conway	2,246	\$11,948.72	0	\$0.00	\$0.00	\$11,948.72			
3	Grafton County Senior Citizens Council	Lebanon	2,246	\$11,948.72	0	\$0.00	\$0.00	\$11,948.72			
4	Greater Wakefield Resource System	Union	not a provider of HD meals		2,000	\$9,800.00	\$0.00	\$9,800.00			
5	Newport Senior Center	Newport	0	\$0.00	0	\$0.00	\$0.00	\$0.00			
6	Ossipee Concerned Citizens	Center Ossipee	2,562	\$13,629.84	9,000	\$44,100.00	\$0.00	\$57,729.84			
7	Rockingham County Nutrition Program	Brentwood	4,408	\$23,450.56	13,000	\$63,700.00	\$13,536.69	\$100,687.25			
8	Somersworth Housing Authority	Somersworth	3,301	\$17,561.32	0	\$0.00	\$11,582.50	\$29,143.82			
9	St. Joseph Community Service	Merrimack	5,410	\$28,781.20	15,000	\$73,500.00	\$0.00	\$102,281.20			
10	Tri-County Community Action Program	Berlin	2,246	\$11,948.72	5,750	\$28,175.00	\$0.00	\$40,123.72			
11	VNA @ HCS	Keene	2,246	\$11,948.72	0	\$0.00	\$0.00	\$11,948.72			
<b>Total</b>				30,075	\$159,999.00	46,050	\$725,645.00	\$42,657.49		\$428,301.49	

State Fiscal Year 2011				SFY 10 & 11	
Congregate				Contract Total	
# Meals				Amount	
Rate per Meal:				Dollars	
Dollars				Dollars	
0	\$0.00	0	\$0.00	\$52,689.50	
0	\$0.00	0	\$0.00	\$11,948.72	
0	\$0.00	0	\$0.00	\$11,948.72	
500	\$2,450.00	500	\$2,450.00	\$12,250.00	
0	\$0.00	0	\$0.00	\$0.00	
1,200	\$5,880.00	1,200	\$5,880.00	\$63,609.84	
3,000	\$14,700.00	3,000	\$14,700.00	\$115,387.25	
0	\$0.00	0	\$0.00	\$29,143.82	
4,000	\$19,600.00	4,000	\$19,600.00	\$121,881.20	
2,363	\$11,578.70	2,363	\$11,578.70	\$51,702.42	
0	\$0.00	0	\$0.00	\$11,948.72	
11,063.00	\$54,208.70			\$482,510.19	

## ARRA SERVICE CATCHMENT AREA

[illegible]



## AMENDMENT

This Agreement (hereinafter called the "Amendment") dated this 10th day of December, 2009, by and between the State of New Hampshire, acting by and through its Division of Community Based Care Services, Bureau of Elderly and Adult Services of the Department of Health and Human Services (hereinafter referred to as the "Bureau") and Community Action Program Belknap-Merrimack Counties, Inc., a corporation organized under the laws of the State of New Hampshire, with a place of business at 2 Industrial Drive, Concord, New Hampshire 03302-1016 (hereinafter referred to as the "Provider").

WHEREAS, pursuant to an Agreement (hereinafter called the "Agreement") dated August 21, 2009, and approved by the Governor and Executive Council on October 21, 2009, (Item # 78), the Provider agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein; and

WHEREAS, pursuant to the provisions of Section 17 of the Agreement, the Agreement may be amended, waived or discharged only by a written instrument executed by the parties thereto; and

WHEREAS, the Provider and the Division have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties do hereby agree as follows:

1. Amendment and Modification of Agreement:

The Agreement is hereby amended as follows:

To Amend Price Limitation section 1.8 by increasing the amount from \$28,781.20 to \$52,689.50.

To Amend Exhibit A Scope of Services by adding Sections I (A) and (B) as follows:

**SECTION I (A): NUTRITION SERVICES/ CONGREGATE MEALS**

The Contractor agrees to provide:

**SERVICE/PROGRAM DESCRIPTION**

Under this contract American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds provide Nutrition Services/ Congregate meals that meet some needs of elderly individuals by providing meals in a group setting. Services shall be provided in accordance with The Older American's Act (AoA) of 1965, as amended.

**SERVICE/PROGRAM AND ADMINISTRATIVE REQUIREMENTS:**

1. The Contractor agrees to provide the following service/program activities:

Contractor's Initials: RQ

Date: 12/18/09

Nutrition Services/ Congregate meals shall include the following: provide at least one (1) hot or other appropriate meal per day for five (5) or more days a week; each meal assures a minimum of one-third (1/3) of the daily Recommended Dietary Allowances; meals shall be provided in a congregate setting; additional services may be provided, such as special diets and opportunities for social contacts.

Eligibility for Congregate Meals shall be based on The Older American's Act of 1965 as amended.

2. The Contractor agrees to perform the following administrative services: determine eligibility; maintain recipient records; monitor and evaluate services, maintain financial records; submit reports as requested to the Bureau of Elderly and Adult Services and as outlined in Exhibit C, American Recovery and Reinvestment Act Standard Terms.

3. Rules and Policies:

Congregate Meals shall be provided according to the rules and policies of the Bureau of Elderly and Adult Services, and as they may be adopted and amended from time to time, including the Direct and Purchased Services for Adults (PR 88-1: Nutrition Item 222; Sections 3010.3; 3010.4C; 3010.5 A, E, F, G, H, I; 3010.6), and The Older American's Act of 1965 as amended, and which are incorporated by reference into this Agreement.

4. Units of Service:

The Contractor agrees to provide the number of Nutrition Services/Congregate Meals as detailed in Exhibit B Purchase of Services.

5. Location:

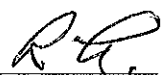
Congregate Meals shall be provided in the town/cities listed in the attached Catchment page, which is incorporated by reference into this Exhibit A.

6. Quality Assurance/Performance Measures:

BEAS has identified the following Benchmarks that indicate the degree of success of the Contractor's performance. The required BEAS and ARRA reports will be the means by which the outcomes of these program measures are reported to BEAS.

American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA). Congregate Meals Performance Measures and Benchmarks are included below and may be amended during the contract period.

Performance Measures	BEAS Benchmark
# ARRA funded Units Served	100% of contracted units are served each fiscal year
# ARRA funded clients Served	100 % of ARRA identified clients are served each fiscal year
Quality of Service	90% of clients feedback is positive
Each meal provides a minimum of 1/3 of daily Recommended Dietary Allowance. (RDA)	100% compliance with Older Americans Act to have a dietician/comparably skilled expert ensure requirement is met.
# ARRA funded Congregate Meals	Contractor submits required documentation as detailed in Exhibit C, American Recovery and Reinvestment Act Standard Terms & as instructed by BEAS.

Contractor's Initials: 

Date: 12/18/09

## 7. Catalogue of Federal Domestic Assistance (CFDA)

This service is funded with 100% federal funds made available under the CFDA # 93.707 American Recovery and Reinvestment Act of 2009 Grant for Congregate Nutrition Services.

**SECTION I (B): NUTRITION SERVICES/ JOB RESTORATION/RETENTION**

The Contractor agrees to provide:

**SERVICE/PROGRAM DESCRIPTION**

Under this contract amendment American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds provide Nutrition Services/ Job Restoration and Retention that meet some needs of elderly individuals by providing meals in a group setting. Services shall be provided in accordance with The Older American's Act (AoA) of 1965, as amended.

**SERVICE/PROGRAM AND ADMINISTRATIVE REQUIREMENTS:**

1. The Contractor agrees to provide the following service/program activities:

Nutrition Services/ Job Restoration and Retention shall include the following: increase hours of the Alton Senior Center Manager from 25 hour per week to 37.5 hours per week to accommodate an increase in meals and needs for seniors in the Greater Alton/Barnstead area; the addition of a cook for 20 hours per week to assist with the congregate meal site and one evening meal at the Twin Rivers Intergenerational Program (TRIP) in Franklin and an additional meal in Belmont; and the addition of a cook for 20 hours per week to assist with the congregate meal sites in Concord and Suncook.

2. The Contractor agrees to perform the following administrative services: monitor and evaluate nutrition services, maintain financial records; submit reports as requested to the Bureau of Elderly and Adult Services and as outlined in Exhibit C, American Recovery and Reinvestment Act Standard Terms.

3. Rules and Policies:

Nutrition Services/ Job Restoration and Retention shall be provided according to the rules and policies of the Bureau of Elderly and Adult Services, and as they may be adopted and amended from time to time, including the Direct and Purchased Services for Adults (PR 88-1: Nutrition Item 222; Sections 3010.3; 3010.4C; 3010.5 A, E, F, G, H, I; 3010.6), and The Older American's Act of 1965 as amended, and which are incorporated by reference into this Agreement.

4. Location:

Nutrition Services/ Job Restoration and Retention shall be provided at the Alton Senior Center, Belmont Senior Center, TRIP in Franklin, Horseshoe Pond in Concord and Suncook Senior Center.

5. Quality Assurance/Performance Measures:

BEAS has identified the following Benchmarks that indicate the degree of success of the Contractor's performance. The required BEAS and ARRA reports will be the means by which the outcomes of these program measures are reported to BEAS.

American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA). Nutrition Services/ Job Restoration and Retention Performance Measures and Benchmarks are included below and may be amended during the contract period.

Contractor's Initials: R.G.

Date: 12/19/09

Performance Measures	BEAS Benchmark
Staff hours are increased to meet increase in demand/need for meals at three (4) meal sites.	100% of additional demand will be met.

To Amend Exhibit B as detailed in *italics*:

**EXHIBIT B  
PURCHASE OF SERVICES**

**Contractor Name:** Community Action Program Belknap and Merrimack Counties, Inc.

1. Subject to the Contractor's compliance with the terms and conditions of the Agreement, the Bureau of Elderly and Adult Services shall reimburse the Contractor for units of service provided to eligible individuals, by the Contractor, at the following rates/amounts:

**STATE FISCAL YEAR 2010**  
**Governor and Council approval through June 30, 2010**

ARRA Service	SFY 2010 Rate Per Unit	SFY 2010 Units	SFY 2010 Cost
Home Delivered Nutrition Services	\$ 5.32 per meal	5,410 meals	\$ 28,781.20
<i>Congregate Nutrition Services</i>	<i>\$ 4.90 per meal</i>	<i>1,300 meals</i>	<i>\$ 6,370.00</i>
<i>Alton Senior Center Manager</i>			<i>\$ 6,649.50</i>
<i>Franklin/Belmont Cook</i>			<i>\$ 5,444.40</i>
<i>Concord/Suncook Cook</i>			<i>\$ 5,444.40</i>
<i>Totals</i>			<i>\$ 52,689.50</i>

2. It is understood that in no event shall the total payments made by the Bureau of Elderly and Adult Services under this Agreement exceed the sum of \$ 52,689.50.
4. The Bureau of Elderly and Adult Services will reimburse from one funding source only, i.e. American Recovery and Reinvestment Act of 2009 Grant for a single unit of service *and job restoration and retention*. Contractors must not submit invoices for a single unit of service to more than one funding source.

2. Effective Date of Amendment:

This Amendment shall be effective retroactive to January 1, 2010, upon approval of Governor and Executive Council.

Contractor's Initials: *KE*

Date: *12/18/09*

3. Continuance of Agreement:

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties thereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE  
Division of Community Based Care Services  
Bureau of Elderly and Adult Services  
Department of Health and Human Services

By Nancy L. Rollins  
Associate Commissioner  
Community Action Program Belknap-Merrimack  
Name of Corporation Counties, Inc.

By Ralph Littlefield  
Name/Title Ralph Littlefield  
Executive Director

STATE OF NEW HAMPSHIRE

COUNTY OF MERRIMACK

On this the 18th day of Dec., 20 09, before me, Elaine N. Roundy the undersigned officer, Executive personally appeared Ralph Littlefield who acknowledged himself/~~herself~~ to be the Director Community Action Program of Belknap-Merrimack Counties,, a corporation, and that he/~~she~~, as such Executive Director being Inc. authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/~~herself~~ as Executive Director.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Elaine N. Roundy  
Notary Public/~~Justice of the Peace~~  
Elaine N. Roundy

My commission expires:

**ELAINE N. ROUNDY, Notary Public**  
**My Commission Expires September 27, 2011**

Approved by Attorney General this 6th day of January, 20 10.

By Suzan M. Lehmann (Suzan Lehmann)  
OFFICE OF THE ATTORNEY GENERAL

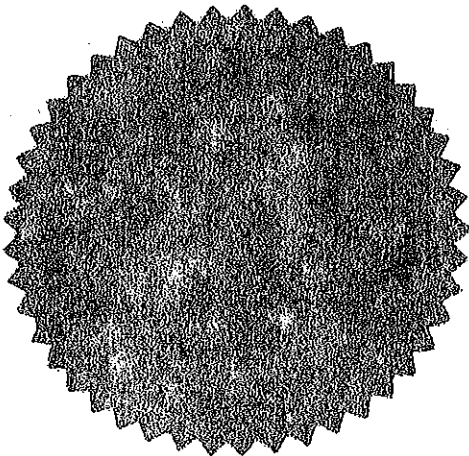
Approved by Governor and Council this 27th day of January, 20 10. Item # 53

Contractor's Initials: RR  
Date: 12/18/09

# Department of State

## CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that COMMUNITY ACTION PROGRAM BELKNAP AND MERRIMACK COUNTIES, INC. is a New Hampshire nonprofit corporation formed May 28, 1965. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto  
set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 1<sup>st</sup> day of April, A.D. 2008

A handwritten signature in dark ink, appearing to read "Wm. Gardner", written in a cursive style.

William M. Gardner  
Secretary of State

Search  
By Business Name  
By Business ID  
By Registered Agent  
Annual Report  
File Online

Date: 2/19/2009

### Filed Documents

(Annual Report History, View Images, etc.)

### Business Name History

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Name	Name Type
COMMUNITY ACTION PROGRAM BELKNAP AND MERRIMACK COUNTIES, INC.	Legal

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### Non-Profit Corporation - Domestic - Information

Business ID:	63021
Status:	Good Standing
Entity Creation Date:	5/28/1965
Principal Office Address:	2 Industrial Park Drive Concord NH 03301
Principal Mailing Address:	PO Box 1016 Concord NH 03302
Expiration Date:	Perpetual
Last Annual Report Filed Date:	12/27/2005
Last Annual Report Filed:	2005

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### Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

(Name of Corporation)

ABSTRACT OF CORPORATE MINUTES

The following is a true abstract from minutes of meeting  
of Board of Directors of Community Action Program  
(Name of Governing Board) (Name of Corporation)  
on June 11, 2009 which was duly called at which a quorum was  
present: (See attached)

"On motion duly made and seconded, it was voted to authorize  
the Executive Director, to accept grants and awards and enter into contracts, and  
contract amendments from time to time with the New Hampshire Department of Health and Human  
Services, Bureau of Elderly and Adult Services, to sign and otherwise fully execute such acceptances and  
contracts, and contract amendments or modifications thereto, and any related documents requested by the  
New Hampshire Department of Health and Human Services; Bureau of Elderly and Adult Services, this  
authorization to continue until revoked by vote of this governing board.

I certify the foregoing vote is still in effect and has not been revoked, rescinded or modified.

I further certify that (Name of corporate official signing the acceptance or contract)  
Ralph Littlefield is the duly elected (Title) Executive Director of  
this corporation and is still qualified and serving in such capacity.

December 18, 2009  
(Date)

Dennis T. Martino  
Secretary  
Dennis T. Martino

(Imprint seal of corporation. If none, write: "No corporate seal.")

STATE OF NEW HAMPSHIRE

COUNTY OF MERRIMACK

On December 18, 2009, before the undersigned officer personally  
appeared the person identified in the foregoing certificate, known to me (or satisfactorily proven) to be the  
Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledged that \_\_\_\_\_  
~~she~~/he executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.

Elaine N. Roundy  
Notary Public/Justice of the Peace  
Elaine N. Roundy  
My commission expires: \_\_\_\_\_  
ELAINE N. ROUNDY, Notary Public  
My Commission Expires September 27, 2011



COMMUNITY ACTION PROGRAM  
BELKNAP-MERRIMACK COUNTIES, INC.

**CORPORATE RESOLUTION**

The Board of Directors of Community Action Program Belknap-Merrimack Counties, Inc. authorizes the Executive Director, Deputy Director, President, Vice-President(s) or Treasurer of the Agency to sign contracts with the State of New Hampshire, Departments of the Federal Government, and public or private nonprofit agencies *including, but not limited to the following:*

- Department of Administrative Services for food distribution programs
- Department of Education for nutrition programs
- Department of Health and Human Services
  - Bureau of Elderly and Adult Services for elderly programs
  - Bureau of Homeless and Housing Services for homeless/housing programs
  - Division of Children, Youth, and Families for child care programs
  - Division of Family Assistance for Community Services Block Grant
  - Division of Public Health Services for public health programs
- Department of Justice for child advocacy/therapy programs
- Department of Transportation-Public Transportation Bureau for transportation programs
- Public Utilities Commission for utility assistance programs
- Workforce Opportunity Council for employment and job training programs
- Department of Resources and Economic Development
- Governor's Office of Energy and Planning for Head Start, Low Income Energy Assistance, Weatherization and Block Grant programs
- New Hampshire Community Development Finance Authority
- New Hampshire Housing Finance Authority
- U. S. Department of Housing and Urban Development
- and other departments and divisions as required

This Resolution authorizes the signing of all supplementary and subsidiary documents necessary to executing the authorized contracts as well as any modifications or amendments relative to said contracts or agreements.

This Resolution was approved by the Board of Directors of Community Action Program Belknap-Merrimack Counties, Inc. on June 11, 2009, and has not been amended or revoked and remains in effect as of the date listed below.

December 18, 2009

Date



Dennis Martino  
Secretary/Clerk

SEAL

<b>PRODUCER</b> Ferdinando Insurance Assoc Inc 637 Chestnut Street Manchester NH 03104 Phone: 603-669-3218 Fax: 603-645-4331		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> Community Action Programs Belknap-Merrimack Counties Inc Mr. Brian Hoffman P.O. Box 1016 Concord NH 03302		<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A: Philadelphia Insurance Cos.	
		INSURER B: Wausau Ins Co.	
		INSURER C: Hanover Insurance Company	22292
		INSURER D: N. H. M. M. JUA	
		INSURER E: Markel American Insurance	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY				EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	PHPK432469	06/17/09	06/17/10	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000
		Directors/Officer	PHSD408471	04/01/09	04/01/10	PERSONAL & ADV INJURY	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$ 2,000,000
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$ 2,000,000
						Emp Ben.	1,000,000
A		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
		<input checked="" type="checkbox"/> ANY AUTO	PHPK432469	06/17/09	06/17/10	BODILY INJURY (Per person)	\$
		ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		HIRED AUTOS					
		NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
A		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$ 2,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE	PHUB274786	06/17/09	06/17/10	AGGREGATE	\$ 2,000,000
		DEDUCTIBLE					\$
		<input checked="" type="checkbox"/> RETENTION \$10,000					\$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTHER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	WCJZ91446010019	06/17/09	06/17/10	E.L. EACH ACCIDENT	\$ 500,000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$ 500,000
		OTHER				E.L. DISEASE - POLICY LIMIT	\$ 500,000
C		Blanket Crime	BDV1649128	03/27/09	03/27/10	Blanket	\$400,000
D		Professional	NHJUA11882	12/30/08	12/30/09	Prof Liab	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Attn: Catherine Cormier; Contract Administrator

## CERTIFICATE HOLDER

MERRC01

NH Dept. of Health and  
Human Services. Bureau of  
Elderly & Adult Services  
129 Pleasant Street  
Concord NH 03301-3857

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

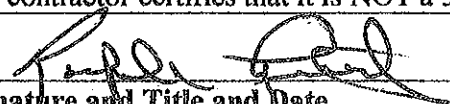
AUTHORIZED REPRESENTATIVE

*A. Cormier*

## Comprehensive General Liability Insurance & Worker's Compensation Acknowledgement Form

The New Hampshire Office of Attorney General requires that the Request for Proposal (RFP) package inform all Bidders of the State of New Hampshire's general liability insurance and worker's compensation requirements. Please complete and return this form and all required Certificate(s) of Insurance with your proposal.

**Comprehensive General Liability Insurance:** The limits of liability required are dependent upon your corporation's legal formation, and the annual total amount of contract work with the State of New Hampshire. Please select ONE of the three checkboxes below that best describes your corporation's legal formation and annual total amount of contract work with the State of New Hampshire.

		Select one
1	The contractor certifies that it IS a 501 © (3) contractor whose <u>annual</u> total amount of contract work with the State of New Hampshire does <u>not</u> exceed \$500,000.	
2	The contractor certifies that it IS a 501 © (3) contractor whose <u>annual</u> total amount of contract work with the State of New Hampshire <u>equals or exceeds</u> \$500,000.	X
3	The contractor certifies that it is NOT a 501 © (3) contractor.	
 Signature and Title and Date		Ralph Littlefield Executive Director September 1, 2009

**INSURANCE REQUIREMENTS for selection # 1** – Per RSA 21-1: 13, XIV. The general liability insurance provision for standard state contracts, requires any contractor who qualifies for nonprofit status under section 501 © (3) of the Internal Revenue Code and whose annual gross amount of contract work with the state does not exceed \$500,000 to have:

- Comprehensive general liability insurance in amounts of not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate. *These amounts may NOT be modified.*

**INSURANCE REQUIREMENTS for selection # 2 or # 3** – Per Agreement (P-37) General Provisions, 14.1 and 14.1.1. Insurance and Bond: The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefits of the State, the following insurance:

- Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence. *The State of New Hampshire MAY modify these amounts upon approval of the Attorney General.*

The policies shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

  
9/1/09

**COMMUNITY ACTION PROGRAM  
BELKNAP-MERRIMACK COUNTIES, INC.**

(Approved by Agency Board of Directors on 02/24/05  
as part of the Agency Bylaws.)

**STATEMENT OF PURPOSE**

The purpose the corporation includes providing assistance for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient through planning and coordinating the use of a broad range of federal, state, local, and other assistance (including private resources) related to the elimination of poverty; the organization of a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty and may help the families and individuals to achieve self-sufficiency; the maximum participation of residents of the low-income communities and members of the groups served to empower such residents and members to respond to the unique problems and needs within their communities; and to secure a more active role in the provision of services for private, religious, charitable, and neighborhood-based organizations, individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.

To the Board of Directors  
Community Action Program Belknap-Merrimack Counties, Inc.  
Concord, New Hampshire

### **INDEPENDENT AUDITORS' REPORT**

We have audited the accompanying statements of financial position of Community Action Program Belknap-Merrimack Counties, Inc. (a New Hampshire nonprofit corporation), as of February 28, 2009 and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year comparative information has been derived from the Organization's 2008 financial statements and, in our report dated November 14, 2008, we expressed an unqualified opinion on those statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Action Program Belknap-Merrimack Counties, Inc. as of February 28, 2009, and the changes in its net assets and its cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 16, 2009 on our consideration of Community Action Program Belknap-Merrimack Counties, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedules on pages 20 through 27 are presented for purposes of additional analysis and are not a required part of the basic financial statements of the Organization. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Leone, McDonnell & Roberts,  
Professional Association*

November 16, 2009  
Pembroke, New Hampshire

COMMUNITY ACTION PROGRAM BELKNAP - MERRIMACK COUNTIES, INC.

STATEMENTS OF FINANCIAL POSITION  
FEBRUARY 28, 2009 AND FEBRUARY 29, 2008

ASSETS

	<u>2009</u>	<u>2008</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 1,280,680	\$ 773,062
Accounts receivable	3,795,230	2,669,007
Accounts receivable - Pembroke Elderly Housing	434,351	378,066
Prepaid expenses	131,056	99,683
Total current assets	<u>5,641,317</u>	<u>3,919,818</u>
<b>PROPERTY</b>		
Land, buildings and equipment	9,375,620	9,221,835
Construction in process	88,998	88,998
Less accumulated depreciation	<u>(4,681,348)</u>	<u>(4,069,025)</u>
Property, net	<u>4,783,270</u>	<u>5,241,808</u>
<b>OTHER ASSETS</b>		
Investment	34,250	33,250
Due from related party	<u>139,441</u>	<u>139,441</u>
Total other assets	<u>173,691</u>	<u>172,691</u>
<b>TOTAL ASSETS</b>	<u>\$ 10,598,278</u>	<u>\$ 9,334,317</u>

LIABILITIES AND NET ASSETS

<b>CURRENT LIABILITIES</b>		
Current portion of notes payable	\$ 158,603	\$ 132,055
Accounts payable	2,261,182	1,473,463
Accrued expenses	866,719	829,530
Refundable advances	<u>1,789,487</u>	<u>1,169,040</u>
Total current liabilities	5,075,991	3,604,088
<b>LONG TERM LIABILITIES</b>		
Notes payable, less current portion shown above	<u>2,499,469</u>	<u>2,667,551</u>
Total liabilities	<u>7,575,460</u>	<u>6,271,639</u>
<b>NET ASSETS</b>		
Unrestricted	2,326,046	2,517,875
Temporarily restricted	<u>696,772</u>	<u>544,803</u>
Total net assets	<u>3,022,818</u>	<u>3,062,678</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 10,598,278</u>	<u>\$ 9,334,317</u>

See Notes to Financial Statements

**STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED FEBRUARY 28, 2009  
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED FEBRUARY 29, 2008**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2009 Total</u>	<u>2008 Total</u>
<b>REVENUES AND OTHER SUPPORT</b>				
Grant awards	\$ 18,935,883		\$ 18,935,883	\$ 16,206,934
Other funds	2,578,714	\$ 2,569,858	5,148,572	5,663,584
In-kind	1,264,099		1,264,099	1,459,329
United Way	182,358		182,358	193,217
Total revenues and other support	22,961,054	2,569,858	25,530,912	23,523,064
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>	<u>2,417,889</u>	<u>(2,417,889)</u>		
Total	<u>25,378,943</u>	<u>151,969</u>	<u>25,530,912</u>	<u>23,523,064</u>
<b>EXPENSES</b>				
Compensation	7,534,929		7,534,929	7,533,140
Payroll taxes and benefits	1,910,150		1,910,150	2,058,879
Travel	286,625		286,625	285,901
Occupancy	876,568		876,568	862,913
Program services	11,141,431		11,141,431	9,352,681
Other costs	1,944,647		1,944,647	1,574,124
Depreciation	612,323		612,323	576,957
In-kind	1,264,099		1,264,099	1,459,329
Total expenses	<u>25,570,772</u>		<u>25,570,772</u>	<u>23,703,924</u>
<b>CHANGES IN NET ASSETS</b>	(191,829)	151,969	(39,860)	(180,860)
<b>NET ASSETS - BEGINNING OF YEAR</b>	<u>2,517,875</u>	<u>544,803</u>	<u>3,062,678</u>	<u>3,243,538</u>
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 2,326,046</u>	<u>\$ 696,772</u>	<u>\$ 3,022,818</u>	<u>\$ 3,062,678</u>

See Notes to Financial Statements



**COMMUNITY ACTION PROGRAM  
BELKNAP-MERRIMACK COUNTIES, INC.**

**BOARD OF DIRECTORS**

**Sara A. Lewko, President**  
Human Resources Coordinator  
Merrimack County Commissioners  
333 Daniel Webster Highway, Suite 2  
Boscawen, NH 03303  
796-6856 (work-direct #); 796-6800 (gen. #)  
796-6841 (fax)

**Charles Russell, Esq., Vice-President**  
P.O. Box 2124  
Concord, NH 03302-2124  
225-3185 (work) / 225-3166 (fax)  
[Charles-a-russell@verizon.net](mailto:Charles-a-russell@verizon.net)

**Dennis Martino, Secretary-Clerk**  
4 Pinewood Drive  
Contoocook, NH 03229  
271-2793 (work) / 746-7506 (home)

**Marilyn Ross, Treasurer**  
411 Grandview Road  
Pembroke, NH 03275  
485-3474 (home)

**Heather Brown**  
90 Main Street, Apt. 2  
Pittsfield, NH 03263  
848-9660

**Kathleen Crane**  
121 Prospect Street  
Franklin, NH 03235  
621-3456 (work)  
934-7039 (home)

**Susan Koerber**  
31 Stark Hwy. N.  
Dunbarton, NH 03046  
774-4512 (home)

**Philip Daigneault**  
Belknap Cty. Commissioners Office  
34 County Drive  
Laconia, NH 03246  
527-5400 (work)  
527-5409 (fax)

**Deborah LaPierre**  
270 South Main Street  
Franklin, NH 03235  
934-1956 (home)

**Kathy Goode**  
22 Wilson Avenue  
Concord, NH 03301  
223-6915

**Wanda Bourgeois**  
15 Hutchinson Street  
Franklin, NH 03235  
455-3557

**Karen Painter**  
25 Old Wolfeboro Road  
Alton, NH 03809  
875-6252 (home)  
934-2541 (work)

**Theresa M. Cromwell**  
2 Sandogardy Pond Road  
Northfield, NH 03276  
856-6649

**Kristen Hewey**  
78 Broadway Street  
Concord, NH 03301  
219-1345

Program Budget Form - Program Costs & Revenues Budget By Service		
Agency Name	Community Action Program Belknap-Merrimack Counties, Inc.	
Program Service Name	Community Dining	
Program Component	SFY 2010 10/7/09 - 6/30/10	
	FTE	Amount
<b>COSTS</b>		
<b>Salaries &amp; Benefits</b>		
Personnel Salaries	\$ -	\$ 17,887
Fringe Benefits & Payroll Taxes		\$ 2,781
Subtotal Salaries & Benefits		\$ 20,668
<b>Other Direct Costs</b>		
Food	\$	2,925
Subcontracts		
Other - Paper	\$	315
Subtotal Other Direct Costs	\$	3,240
Occupancy		
Subtotal Program Costs	\$	23,908
Agency Admin. Support		
<b>TOTAL PROGRAM COSTS</b>	\$	23,908
<b>REVENUES</b>		
<b>Federal ARRA Revenues</b>		
American Recovery and Reinvestment Act of 2009 (ARRA)		
Total ARRA Revenues	\$	23,908
Inkind Revenue		
<b>TOTAL PROGRAM REVENUES</b>	\$	23,908
<b>15% ARRA MATCHING REQUIREMENT</b>		
Sources and amounts of the non-federal 15% match requirement.		
Client Donations		4,219
<b>TOTAL # ARRA FUNDED MEALS</b>		1,300



AMERICAN RECOVERY AND REINVESTMENT ACT  
OF 2009

BUDGET NARRATIVE  
SFY 2010

Elder Services  
Community Action Program Belknap-Merrimack Counties, Inc.

		<u>Community Dining</u>
<b>Personnel Salaries</b>		
Food Service Director	\$	3,124
Center Managers (increase hours in Alton)		5,122
Assistant Cooks (expand Congregate meals at 4 Centers)		9,641
<b>Sub Total</b>	<b>\$</b>	<b>17,887</b>
Benefits and Taxes		<u>2,781</u>
<b>Total Salaries &amp; Benefits</b>	<b>\$</b>	<b>20,668</b>
Food - raw food for Congregate meals		2,925
Paper		315
<b>Total</b>	<b>\$</b>	<b><u>23,908</u></b>

**AMERICAN  
RECOVERY AND  
REINVESTMENT ACT  
OF 2009**

<b>Personnel Form - Program Personnel Costs Budget By Service</b>	
<b>Agency Name</b>	Community Action Program Belknap-Merrimack Counties, Inc.
<b>Program Service Name</b>	Community Dining

SFY 2010 7/1/09 - 6/30/10		
Position Title	Total Annual Salary	Dollars Budgeted to BEAS ARRA Nutrition Program

<b>Key Administrative Staff</b>		
Program Director	64,344	0
Assistant Director	44,757	0
Food Service Director	38,376	0.081405045 \$
Billing Manager	35,650	0
<b>Key Program Staff</b>		
Center Managers (11)	278,161	0.018413796 \$
Food Service Assittants (2)	8,614	0
Cooks (3)	71,371	0
Assistant Cooks (2)	9,641	100% \$
Kitchen Aides (2)	16,057	0
Dishwasher (1)	11,510	0
Meals-on-Wheels Drivers (26)	171,158	0
Truck Drivers (2)	41,461	0
Janitor (1)	11,232	0
Substitute Meals-on-Wheels Drivers	17,295	
<b>Total Personnel Costs</b>	\$ 819,627	0.021823342 \$
		17,887.00

**RALPH LITTLEFIELD**  
94 Lovering Road  
North Hampton, New Hampshire 03862

**EDUCATION**

High School -- Winnacunnet High School, Graduated June 1966  
College -- Keene State College, Keene, NH, Graduated May 1971  
Degree -- Bachelor of Education

**EMPLOYMENT**

**January 1980 -- Present**

Community Action Program Belknap-Merrimack Counties, Inc.  
Executive Director

Responsible for the general administration of the agency which is comprised of 85 major programs and has an annual budget in excess of \$37 million dollars and a staff of 410 employees.

**June 1978 -- January 1980**

Southwestern Community Services, Inc., Keene, New Hampshire  
Deputy Director

**1976 -- June 1978**

Southwestern Community Services, Inc., Keene, New Hampshire  
Head Start Director

**1974 -- 1975**

Southwestern Community Services, Inc., Keene, New Hampshire  
Program Coordinator-Food Stamp Program, Green Thumb Project,  
Nutrition West

**1974 -- Head Counselor, Summer Neighborhood Youth Corps**

**1972 -- Assistant Head Start Director, Cheshire County Head Start  
Claremont, New Hampshire**

**June 1971 -- General Services Director**

**BRIAN F. HOFFMAN**  
**7 ELK DRIVE**  
**BEDFORD, NEW HAMPSHIRE 03110**

**603-472-5316**

---

**WORK EXPERIENCE**

- |                |   |
|----------------|---|
| 1981 – Present | <p><b><u>DEPUTY DIRECTOR/FISCAL OFFICER</u></b><br/>Community Action Program Belknap-Merrimack Counties, Inc.<br/>P.O. Box 1016, Concord, NH 03302-1016</p> <p>General supervision and direction of program directors and assists with planning, coordination and implementation of all agency services. Responsible for the financial operation of the Fiscal Department, the programs and the agency.</p> |
| 1978-1981      | <p><b>COMMUNITY SERVICES ADMINISTRATOR</b><br/>Southern New Hampshire Services, Inc.<br/>P.O. Box 5040, Manchester, NH 03108</p>  |
| 1976-1978      | <p><b>DIRECTOR OF ELDERLY AFFAIRS</b><br/>Southern New Hampshire Services, Inc.</p>   |
| 1974-1976      | <p><b>ASSISTANT DIRECTOR OF ELDERLY AFFAIRS</b><br/>Southern New Hampshire Services, Inc.</p>   |

**EDUCATION**

University of New Hampshire  
Durham, New Hampshire  
Bachelor of Science  
Recreation and Parks Administration -- 1974

References available upon request.

**PAMELA JOLIVETTE**  
354 Mountain Road, Concord, NH 03301  
603.224.8048  
pamjolivette@msn.com

## EMPLOYMENT HISTORY

**NUTRITION AND ELDER SERVICES, PROGRAM DIRECTOR**  
*Community Action Program Belknap-Merrimack Counties, Inc.*  
PO Box 1016, Concord, NH 03302-1016

8/97 — Present

Director of Elder Service Programs for a 2 county region offering community based resources for older adults. Included are senior meals, both home delivered and community dining, 8 multi-purpose senior center, a demand/response transportation system for seniors and disabled adults, resident services at an 84 unit senior housing facility and Merrimack County ServiceLink, and information and supported referral program. Seniors served exceed 4,000 on an annual basis.

Financial Management of a 2.2 million dollar departmental budget. Diverse local, state and federal revenue sources include Older American Act funds, Title XX, Medicaid, State, County and Town funds, United Way, Client Donations and Private sector funds. Responsibilities include grant applications, contract management, data processing and financial reporting.

Department Personnel consist of 85 full and part-time staff. Over 430 volunteers donate 26,000 hours annually. Professional development initiatives, strategic planning and recognition continue to result in substantial service expansion and minimal staff turnover.

Planning and Development projects include the transition of eight senior nutrition sites into multipurpose senior centers; expansion of a two county senior transit system; development of Merrimack County ServiceLink, soon to become a NH Aging and Disability Resource Center; created the resident service program and resource center at Horseshoe Pond Place, an independent senior housing facility; raised funding for a volunteer transportation program; established 6 Advisory Councils to support the above programs; obtained local dollars to supplement these initiatives.

Agency representative to home and community based long term care steering committees and advisory boards. Carried out significant work with the NH Legislature to increase funding levels for elder services over a 20 year period.

As President of NH Coalition of Aging Services initiated strategic planning which led to the broadening of our mission, development of a system to track statewide service data and an annual meeting that highlights the Older American Act with guests from Washington DC.

**SENIOR COMPANION / SENIOR EMPLOYMENT, PROGRAM DIRECTOR**  
*Community Action Program Belknap-Merrimack Counties, Inc.*  
PO Box 1016, Concord, NH 03302-1016

12/84 — 8/97

Annual submission of budget and grant applications to Federal and State funding sources. Responsible for monitoring budget and completion of annual reports.

Raised on-going local support from \$12,000 to \$95,000 from United Way, County and State Government. Obtained foundation dollars for equipment, marketing and funding development activities.

Expanded Senior Companion Project from three to six county area. Special projects involved caregiver support, substance abuse and mental health initiatives. Expanded Senior Employment Program to include vocational assessments and employment in private industry.

Supervised project staff who carried out coordination activities for 70 Senior Companies, 60 Senior Employment participants and agreements with 125 agencies.

Expanded statewide Advisory Council to strengthen program initiatives. Active committees carried out marketing, fundraising and evaluation functions.

#### GERIATRIC CASE MANAGER

*Region IV Area Agency*

*44 Warren Street, Concord, NH 03301*

7/82 — 3/84

Case Manager for geriatric clients within the developmental service system in Merrimacl County. Responsible for completion of individual assessments and obtaining supportive services. Ongoing advocacy and monitoring of activities. Assisted housing department with developing residential options as individuals were moved from institutions to the community.

#### SUPPORT SERVICES DIRECTOR

*Twin Rivers Counseling Center*

*Franklin, NH 03235*

6/80 — 7/82

Coordinator for pilot projects in New Hampshire which provided training and support services for developmentally disabled adults. Implemented program to increase independence in the home, community and work setting.

#### PROGRAM DIRECTOR

*Lamoille County Mental Health*

*Morrisville, VT*

3/76 — 4/79

Developed and managed the service delivery for developmentally disabled persons over a four year period within the Community Mental Health clinic in Vermont. Services included case management, day treatment, school consultation, family support and paralegal services to assure client rights.

### CURRENT PROFESSIONAL ASSOCIATIONS

President, New Hampshire Association of Aging Services

CONFR, Continuing Education in Fund Raising

New Hampshire Transit Association

Advisory Council for the New Hampshire Aging and Disability Resource Centers

National Associations of Nutrition and Aging Service Providers

National Council on the Aging

### EDUCATION AND TRAINING

M.Ed, Counseling Psychology

University of New Hampshire, Durham, NH 1997

Post-Graduate Study:

Grant Writing, Johnson State College

School of Social Work, University of Connecticut

Social Gerontology & Women's Issues

BA Degree, Psychology

Johnson State College, Johnson, VT 1975



**OBJECTIVE:**

Senior management position where over 16 years of human services experience will add value to the lives of individuals with social issues and enhance agency operations for more progressive service delivery.

**PROFESSIONAL DEVELOPMENT:**

3/08 – PRESENT

**Community Action Program Belknap-Merrimack Counties, Inc.**  
*Assistant Director*

Concord, NH

- Provide oversight to 9 senior management directors in their management of eight senior centers, and one senior resource center. Coordinates site level implementation of agency/program policies and procedures, outreach plans, and social service activities. Under the direction of the Elder Services director, monitor senior center programming including wellness initiatives, health promotion activities, educational seminars, computer programming, arts and humanities, congregate dining, Rural Transportation Services, and Meals-on-Wheels.
- Assist site staff in implementation of continued compliance with agency and program policies and procedures. Assist site managers in development and implementation of outreach and public relation plans, volunteer networks, and site advisory councils.
- Coordinate staff development trainings for senior center directors and their staff.
- Assist with development activities to include wellness programs, United Way applications and other local fundraising initiatives.
- Participate in elder service provider meetings; NH Association of Senior Centers, area committees on aging, falls prevention committee, and wellness festivals.

11/03 – 2/08

**Systems Change Consultant**

Manchester, NH

- Provide self-determination life-planning consultation services including social work, program development, case management, educational planning, behavioral support planning/evaluation, career development, and futures planning with individuals with developmental disabilities, mental health issues and chronic illness through a consumer directed approach. Service delivery focuses on home and community based care, goal attainment pertaining to health care delivery choices, benefits' support, community engagement/independent living, transition from school to employment/post secondary education, and career development instruction and placement, employment marketing.
- Developed, wrote, and implemented New Hampshire's first independent employment/career development proposal creating an option for adults with developmental disabilities to attain professional career development opportunities outside the traditional vocational service system.

9/06 - 10/07

**The ALS Association Northern New England Chapter**  
*Director of Patient Services*

Concord, NH

- Promoted patient and family satisfaction through coordination and continuity of care. Developed programs and managed community resources to facilitate the uniform delivery of high quality patient services to persons living with amyotrophic lateral sclerosis in New Hampshire, Maine and Vermont. Implemented clinical social work interventions with patients and their families to maximize emotional, social and physical well-being and promote responsive health care services. Supported patients and their families with Medicare and third party billing for equipment and medicinal needs. Developed and managed strategic plan goals, objectives and performance outcome measurements. Coordinated organization's data processes and reports. Co-authored grant applications. Supervised 2 patient services staff and co-supervised office administrator.

- Collaborated and participated as a team member with the department of neurology and the multidisciplinary team in the ALS clinic of Dartmouth Hitchcock Medical Center for patients' comprehensive health care management. Co-coordinated rehabilitation therapist clinical support for patients. Facilitated community collaborative working relationships to reduce service fragmentation and duplicity of efforts that impact patient care service delivery. Executed public relations plans for NH, ME and VT. Conducted continuous quality management practices to enhance existing patient care services. Co-facilitated staff development and patient education presentations. Developed, managed and facilitated support groups for patients, family members and health care professionals. Recruited, trained and provided supervision to volunteer pool.

2/00 – 11/03

**Department of Health and Human Services**  
**Bureau of Developmental Services**  
*State Family Support Coordinator*

Concord, NH

- Accredited area agencies by monitoring statewide quality assurance standards for home and community based care. Reviewed individualized treatment plans and/or service agreements and provided improvement strategies to increase the effectiveness of service provision.
- Developed policies and wrote and revised administrative state rules included defining eligibility for the service, the components of the service and outlining service agreement requirements for family support and respite care. Developed administrative state rules for the in-home supports program.
- Co-coordinated trainings for a first in the nation, statewide home and community based care waiver for children with developmental disabilities requiring significant in home supports to maintain daily living in their residences.
- Participated on the Children's Care Management Collaborative with constituents from other human service agencies providing services to families with multiple needs to determine systemic service fragmentation and collaborate on best practices improvement strategies.
- Managed a statewide annual Family Support Conference, for over 600 attendees in partnership with a committee of family members with children with developmental disabilities, mental health issues, chronic illness and acquired brain disorders. Supervised 2 co-coordinators and 2 office support staff.
- Provided quality assurance oversight to all family support programs in the state.
- Provided statewide information, technical assistance, referral resources, and training opportunities to families and regional family support staff.
- Coordinated State Family Support Council meetings. Provided technical assistance and consultation to regional family support councils. Developed and updated resources and materials to support Council operations. Assessed the progress of regional council's family support strategic plans and partnered to develop outcomes. Organized and implemented an annual Family Support Council retreat for strategic planning goals.
- Participated in the performance measurement outcome process of the national Office of Special Education Statewide Self Assessment of New Hampshire's Special Education Programs and Family-Centered Early Supports and Services. Served as Group Leader of two committees, Family-Centered Services and Parent Involvement and co-authored summary of findings for submission to the United States Office of Special Education Programs.

5/99 – 10/99

**Area Agency For Developmental Services Of Greater Nashua**  
*Family Support Director*

- Managed all operations of the Family Support Program for home and community based care for families with children and adults with developmental disabilities, mental health issues, chronic illness and acquired brain disorders. Supervised all departmental personnel, 5 full time staff and 75 part time staff. Evaluated performance outcomes of treatment plans/service agreements.  
 Prepared and monitored the strategic planning for all the services of Family Support. Developed and implemented services (for over 500 families) including home-based family support, In-Home Supports for individuals and/or parents with significant mental health or

behavioral issues, Respite, Behavioral Consultations, Case Management, Emergency Out-Of-Home Care for families in crisis, Parent to Parent, Community Resources, School Liaison Supports, Camp, Siblings, Respite, Newsletter Publications and Information and Referral. Facilitated support groups for varying diagnoses. Prepared and monitored the budgets of all Medicaid funded programs as well as the overall Family Support state dollar budget.

1/99 - 5/99

*Coordinator of In-Home Supports and Respite Care Services*

- Created first In-Home Supports Program for developmental services in the state emphasizing individuals and family choice, control and involvement in all aspects of service planning. Responsible for the coordination of in-home support services to individuals and families requiring intense behavioral and/or mental health related supports in order to remain at home and in their community. Services included case management, treatment plan implementation, home visits, individualized budgets, behavioral consultation, respite, personal care and home/vehicle modifications. Hired and supervised 12 part-time staff.
- Coordinated behavioral consultations with six Behavior Specialists. Produced and monitored Behavior Consultation Grant. Developed and managed in-home behavioral support programs. Prepared, oversaw, and implemented extensive behavioral training for in-home support providers including Gentle Teaching Applied Behavioral Analysis and Discreet Trials.
- Promoted to Family Support Director in 5/99.

6/97 - 4/99

*Respite Care Coordinator*

- Coordinated respite care and family support services for over 500 individuals and families. Hired and supervised 2 full time staff and 75 respite providers.
- Coordinated the Intensive Family Support Services Program; developed in-home behavioral support programs.
- Created the S.A.F.E. program; supporting individuals at risk of abuse and/or neglect with temporary emergency services.
- Provided service coordination for Community Care Medicaid Waiver respite.
- Member of the state's In-Home Supports Legislative Committee, the Autism Coalition, the Self-Determination Committee, the Direct Care Conference Committee and the Foster Care Task Force.
- Promoted to Coordinator of In-Home Supports and Respite Care in 1/99.

11/96 - 6/97

*Assistant Respite Care Coordinator*

- Provided respite services and facilitated community integration for individuals with developmental disabilities. Coordinated daily living skills goals and implementation of treatment plans/service agreements and provided Gentle Teaching and Applied Behavioral Analysis behavioral supports.
- Coordinated community presentations to recruit direct care staff. Arranged and supervised training of 75 part-time staff. Oversaw payroll process. Completed Medicaid paperwork for Community Care Waiver respite recipients.
- Assisted with the redetermination of eligibility process for individuals' ages three to twenty-one.
- Editor for Connections; the agency newsletter.
- Promoted to Respite Care Coordinator in 6/97.

10/93 - 1/96

*The Plus Company, Inc.*

Nashua, NH

*Co Director/ Job Developer/Software Applications Instructor*

- Coordinated programming and computer instruction to adults with developmental disabilities, mental health issues, chronic illness and acquired brain disorders through a New Hampshire Job Training Council contract. Developed curriculum, wrote and implemented vocational and behavioral support goals for individual service plans, instructed on job readiness orientation, resume/references preparation, the interview process, and arranged placements for job shadowing, internships, and employment.
- Supervised and provided quality assurance of a 15-person data entry operation for Chase Manhattan Bank of New York City.

05/93 - 6/95

**The Nashua Youth Council**  
*Senior Intake Counselor*

Nashua, NH

- Youth Attender Program; crisis intervention for juvenile criminal offenders with emotional issues at risk of becoming incarcerated as adults. Provided in conjunction with area police departments. Conducted intake of parents/guardians to make recommendations for mental health services. Supervised Junior Intake Counselor. CPI certified.

**COMMUNITY  
INVOLVEMENT:**

04/06 - 10/07

**Early Education And Intervention Network Of NH**

Concord, NH

*Board of Directors/Training and Education Subcommittee Member*

- Statewide group comprised of professionals and families involved with infants and young children birth to six years with developmental delays and social emotional issues. Participated in a collaborative forum for identifying issues and determining best practices in early childhood/special education. Networking, training, and public education via conferences, forums, roundtables, news, and special projects to promote best practices in early intervention and early childhood/special education.

**EDUCATION:**

8/04 - 5/06

**Springfield College Of Human Services**  
Masters of Science in Nonprofit Management  
GPA: 4.0, Summa Cum Laude

Manchester, NH

8/91 - 6/93

**Castleton State College**  
Bachelor of Arts in Sociology  
Minor in Psychology with Social Work Concentration  
GPA: 3.8, Cum Laude

Castleton, VT

8/89 - 6/91

**Franklin College**

Franklin, IND.



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF COMMUNITY BASED CARE SERVICES**

**BUREAU OF ELDERLY & ADULT SERVICES**

**NHRECOVERY**  
putting new Hampshire to work

**Nicholas A. Toumpas**  
**Commissioner**

**Nancy L. Rollins**  
**Associate**  
**Commissioner**

**129 PLEASANT STREET, CONCORD, NH 03301-3857**  
**603-271-4680 1-800-351-1888**  
**Fax: 603-271-4643 TDD Access: 1-800-735-2964**

September 10, 2009

His Excellency, Governor John H. Lynch  
and the Honorable Executive Council  
State House  
Concord, New Hampshire 03301

**REQUESTED ACTION**

Authorize the Department of Health and Human Services (DHHS), Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into a sole source contract with Community Action Program Belknap and Merrimack Counties, Inc., Concord, New Hampshire 03302 (Vendor Code # 177203), to provide Nutrition Services/Home Delivered meals to elderly individuals effective date of Governor and Council approval through June 30, 2010 in an amount not to exceed \$28,781.20. This contract is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services/Home Delivered meals. Funds are available in the following account(s):

05-95-48-481010-0885 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES,  
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, AOA ARRA MEALS

Fiscal Year	Class/Object Code	Class Title	Amount
SFY 2010	502-500891	Contracts to providers	\$28,781.20

Source of Funds: One hundred percent Federal ARRA funds.

**EXPLANATION**

Funding for this contract with Community Action Program Belknap and Merrimack Counties, Inc. is with American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds, which provide Nutrition Services/Home Delivered meals that meet the needs of elderly individuals who are unable to prepare meals for themselves by providing well-balanced meals. This contract provides 5,410 Home Delivered Meals, at a rate of \$5.32 per meal, for a total of \$28,781.20, effective date of Governor and Council approval through June 30, 2010. Services are provided in accordance with The Older American's Act (AoA) of 1965, as amended.

The Administration on Aging (AoA) awarded BEAS two grants from the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services /Home Delivered meals and Nutrition Services/ Congregate meals to seniors in need of food by preventing waitlists and closures and to create or retain jobs. These funds assist New Hampshire communities dealing with rising food costs at a time when demand for services is increasing due to the economic downturn and the growing number of older adults.

The ARRA funds for the Home Delivered and Congregate Nutrition programs will be available for SFY 2010. Funding is also available for Congregate Meals Nutrition program for SFY 2011 through September 30, 2010, which coincides with the termination date of the Nutrition Services/Congregate Meals award.

The distribution of the ARRA funds for the Home Delivered and Congregate Meals programs was determined as follows: BEAS elected, with the support of the AoA, not to seek competitive bids for these services as all meals providers who submitted a bid in response to RFP 10 DCBCCS-BEAS-SS-01 released by BEAS on February 6, 2009, were awarded contracts for congregate and/or home delivered meals. BEAS contacted these providers and asked them to identify additional needs that meet the requirements of the ARRA funds. See attached list of nutrition providers, type of meals, number of meals and funding by SFY that BEAS is submitting to Governor and Executive Council for approval.

To maintain transparency and accountability for the use of ARRA funds, BEAS is awarding separate contracts to the Nutrition providers, which serves to segregate the ARRA funds from the ongoing BEAS supported Nutrition programs. Services provided and the associated costs will be tracked and reported separately on a monthly basis to meet the requirements of the ARRA legislation.

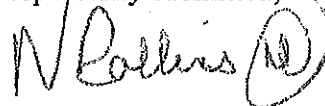
The contractor's performance will be measured by their ability to provide the number of meals and clients served, quality of service, each meal shall provide 1/3 of the Recommended Dietary Allowance (RDA) issued by the United States Departments of Health and Human Services and Agriculture, avoidance of a waitlist, and meeting the required documentation detailed in Exhibit C ARRA Standard Terms and as instructed by BEAS in accordance with the terms of the contract as evidenced by monthly invoices and reports submitted to BEAS.

Area served: See attached Catchment Area Form.

Source of Funds: One hundred percent Federal ARRA funds.

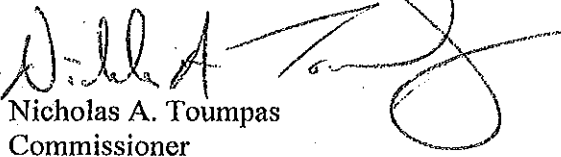
In the event that the Federal funds become no longer available, General Funds will not be requested to support these programs.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner